Universität Siegen

Naturwissenschaftlich-Technische Fakultät

Welcome

to the University of Siegen!

Winter Term 26/27
October 2026

uni-siegen.de



Information from the Examination Offices for Electrical Engineering and Computer Science

Freshman orientation
Winter Term 2026/27

Examination Office Electrical Engineering



Nadine Heuckmann

Hölderlin-Campus
Room: H-E 212
Phone: 0271–740–4409
E-Mail: pruefungsamt–et@uni-siegen.de
Office hours: **Mo. + Thur. 09:30 –11**
https://www.uni-siegen.de/en/ETI/exam-office-electrical-engineering

Examination Office Computer Science



Andrea Baule, M. A.

Hölderlin-Campus
Room: H-E 211
Phone: 0271–740–3113
Email: pruefungsamt–inf@uni-siegen.de
Office hours: **Tue. 14 –16, Wed. 9 – 11:30**
https://www.uni-siegen.de/en/ETI/Exam Office - Computer Science

Examiner, Examination Office, Examination Board

Examiners (professors and lecturers)

- Carry out the exams
- Define the grades
- Cannot accept (de)registrations for examinations and cannot decide on (de)registrations!

Examination Office

- Organizes the exams.

Examination Board (elected professors, staff and student members)

- Decides on applications and disputes

Tasks of the Examination Office ETI

Advising students on exam matters

- Advice on the course of study and examinations
- Advice on specific circumstances relating to your studies (e.g. cases of hardship, chronic illnesses, caring for relatives)
- Issuing of certificates

Organization of examinations

- Deadline check
- Registration for free trials and last attempts
- Registration / acceptance of Master theses
- Processing of deregistrations / sick notes

Registration for written exams

Online in **unisono** during the registration period

Fixed registration period for written exams:

- Start of registration: see web page / newsletter
- Deadline: **14 days before the respective exam!**
  - Exam dates: see unisono!
- Last chance in case of technical problems: registration via email or in person in the Examination Office **the next working day!**

- Please note that there may be different deadlines for registering for exams organised by other departments! Please inform yourself about this in good time.

Registration for Oral Exams

Register online in unisono

Then arrange a date with the examiner

At least seven days before the examination date, better well ahead!

Cancellation of Exams

Sanctionless cancellation is (only) possible via unisono until one week before the exam (exact time!!!)

- Applies both to written exams and oral exams

Withdrawal due to illness

- Cancelation form from the Examinations Office with presentation of a medical certificate **within 3 working days** by post (date of postmark) or by e-mail as a scan (PDF) to the Examinations Office (not to the lecturer!). Please note that medical certificates **must be signed by the doctor in their own handwriting** (no pre-printed signatures!) and that the Examinations Office cannot accept electronic certificates of incapacity for work.

Free Trials

You can improve up to three examinations

- Only for the first attempt and only within the regular period of study (four semesters)
- Written exams must be repeated at the next offer
- Oral exams must be repeated within 6 months
- Details: see Examination Regulations FPO-M Computer Science and FPO-M Electrical Engineering, § 10a.

You need to register using the provided form via email or in person in the examination office In compliance with the usual deadlines!

Note: the regulation on free trials in the General Examination Regulations (§12a RPO-M) do not apply to Electrical Engineering and Computer Science!

Repeating Exams

You can repeat a failed exam up to two times

- Not counting free trials
- For the third (and last) try you have to register at the Examination Office.

The last try is always an oral exam, unless you really want to repeat a written exam in written form, which needs to be requested in writing.

Registration for Course Achievements

All course achievements (e.g. seminar, project work, practical courses, mandatory exercises) must be registered via unisono.

- Independent of the registration for the course!
- Registration deadline for study achievements: **before you submit your first (partial) achievement!**
- You cannot submit any achievements without prior registration!

Some course achievements are prerequisites for the examination

- If a prerequisite for an examination is missing, no admission to the examination will be granted!

Choosing an Elective Module

Choice of compulsory elective modules

- The **binding** enrolment of a module in unisono takes place through the registration for an examination
- This choice cannot be cancelled once the first attempt has been made! If necessary, deregister from the examination beforehand!

Scientific Working

The module “Scientific Working” consists of two parts

- **Lecture** “Guide to Scientific Working“ (43CGM1140V)
  - Offered at a **block course at the end of the winter term** (usually mid-February to mid-March)
  - Includes a course achievement
- **Seminar** “Informatik (Computer Science)” (43ETI0001V)
  - Can be taken in one of the following semesters; choose one of several offers
  - Examination consists of a seminar paper and a presentation
  - **Important**: passing the course achievement of the lecture is a prerequisite for participation!

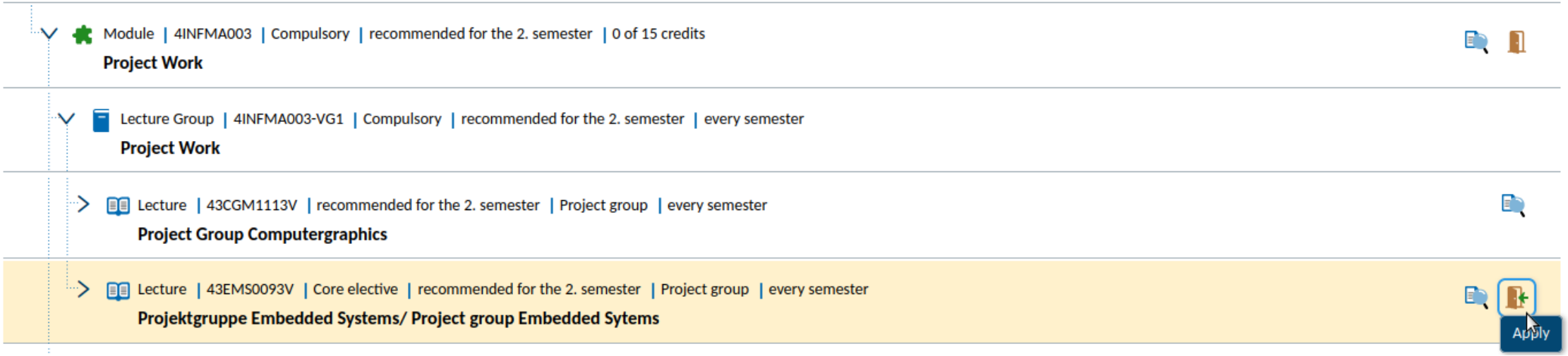
Have a look at the “Planner of Studies with module plan” in unisono to find offers for seminars.

Don’t forget to register for the course achievement and the examination!

Project Work

Have a look at the “Planner of Studies with module plan” in unisono to find offers.

- Current offers are shown under the “Lecture Group” node:



If there is no suitable offer for a project work: directly approach one of the professors.

Don’t forget to register for the course achievement and examination!

- Only after your supervisor told you to do so.

Master Theses

Find a topic with your “favorite” professor

Fill in the registration form and let the examiner submit it to the examination office vial e-mail (PDF)

- With start date determined by the examiner and the signatures of student and examiner

Time to completion: 26 weeks processing time

Submission of the bound work (2 printed and bound copies with bound-in declaration of independence + Micro SD card)

- In person or by post (date of postmark counts)
- If necessary to meet the deadline, additionally in advance by e-mail (as PDF)
- No form requirements of the examination office (but of the examiners!)

Further information on the homepage of the Examination Office (see Exam-Related Matters and Organizational Information / Theses)

Additional Required Examinations

Sometimes, admission includes the obligation to study additional modules

- You have to pass the examination before you can register for the Master's thesis
- Better do it way in advance!
- Please contact the professor responsible for the module rather soon to get materials and other information
  - If in doubt, ask in the Examination Office
- Exams are usually oral
  - Exception: "Formal Languages and Automata" will have a written exam (fixed date once per semester)!

Communication with the Examination Office

In person (during office hours)

- Consultation
- Submission of theses (outside office hours an appointment is necessary!)

By phone

- Consultation

By e-mail

- Registration of free attempts for examinations (using the form, deadline!)
- Making applications (e.g. hardship application)
- Consultation

By post (letterbox in front of the Examinations Office for Computer Science)

Frequently Asked Questions / Problems

I cannot register in unisono!

- The unisono registration is only activated during the exam registration period.
- A prerequisite for the exam (course achievement) is still missing.

I did not register in time in unisono!

- Unfortunately, we **cannot** register **anybody** after the deadline. We need a reliable number of participants at a certain time. If we were to make an exception, we would have to allow all latecomers within the framework of equal treatment. This in turn would make room bookings obsolete and lead to chaos.

Frequently Asked Questions / Problems

Can't you make an exception?

- The Examination Offices are bound by the regulations. In certain individual cases (hardship cases) exceptions are possible. In these cases, written applications to the examination board are necessary.

But I did not know that!

- You are obliged to inform yourself **independently** and **on an ongoing basis** about the requirements of the examination regulations as well as the implementing regulations and, in particular, dates and deadlines. This also applies to announcements, notices etc. of the Examination Office on our homepage.
- Unawareness is no reason for exceptions

Information and Resources

- Subject Examination Regulations FPO-M Master Computer Science
- Subject Examination Regulations FPO-M Master Electrical Engineering
- General Examination Regulations Master
- Study program guide Master of Computer Science
- Homepage of the Examination Office Computer Science
- Homepage of the Examination Office Electrical Engineering
- If applicable, homepage of the examination offices of other departments / faculties (important for examinations offered by other departments or faculties and which have a different registration deadline!)
- Homepage of the chairs

Here's to good cooperation and much success in your studies!